IRBear Quick Steps: Creating a Case Report Submission

1. Go to www.irbear.org. Click 'Login' in the upper right corner.

2. Log into IRBear.
3. Confirm that your role is listed as 'Study Staff', on your 'My Home'/Personal Page. If not, click 'Study Staff'. The screen will refresh and your 'Study Staff' homepage will appear.

4. Click the 'New Study' button. The first page of the protocol SmartForm will appear.
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6. On the second page of the application, select Case Reports and click ‘Continue’.
7. Complete and review the entire submission. When you have completed the entire study SmartForm, click ‘Finish’. The page will refresh and open to the study workspace.

8. Click the ‘Request Co-Investigator Agreement to Participate’ activity on the left hand side of the workspace if co-investigators were added to your submission. **NOTE: All co-investigators must click the ‘Agree to Participate’ activity before the PI can submit the study.**
9. Click the 'Submit Study' activity on the left hand side of the workspace. **NOTE: This activity is only visible for the PI.**
10. If the study is a true case report submission, it will transition to the 'Acknowledged' state. Your acknowledgement will be under the History tab. Download for your records.